



CIRCULAR

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

NO.: 10-20-OMB	ORIGINATING AGENCY: OFFICE OF MANAGEMENT AND BUDGET CENTRALIZED PAYROLL	PAGE 1 OF 1
EFFECTIVE DATE: JUNE 2010	EXPIRATION DATE: JUNE 2011	SUPERSEDES: 09-09-OMB
SUBJECT: CONTINUED COVERAGE FOR TEN-MONTH EMPLOYEES – HEALTH/DENTAL PROGRAMS		
ATTENTION: ALL DEPARTMENT PERSONNEL AND PAYROLL OFFICERS		
FOR INFORMATION CONTACT: MARK CIPRIANO		PHONE: (609) 777-1706

Ten-month employees enrolled in the State Dental Expense Insurance program or any DPO will have **four** extra dental deductions taken on Pay Period "13" to cover the periods for which these employees will not be paid during July and August. **The policies and procedures outlined in this Circular apply only to Departments and Agencies paid through Centralized Payroll.**

As a result of labor contracts between the State and employees covered by CWA, AFSCME, and IFPTE unions, ten-month employees now pay a 1.5% health benefit premium on their bi-weekly base pay throughout the ten month period. In doing so, the employees are no longer required to have extra deductions taken from their check to cover the non-working summer months. The bi-weekly premium withheld from their pay during the ten months covers them through the summer months, July and August.

Per contractual agreement, coverage for newly hired ten-month employees whose contract extends from September 1, 2010 through June 30, 2011, must be in effect by September 1. Based on the current bi-weekly schedule, the effective date for this year will be August 28, 2010. When submitting health/dental applications for these employees, mark the application "TEN-MONTH NEW HIRE" and forward it to the Division of Pensions and Benefits. Any additional deductions due for the individual's selected health/dental plan will then be automatically withheld from the employee's wages.



Charlene M. Holzbaaur
Director